

LYNDON CITY COUNCIL  
REGULAR MEETING MINUTES OF  
February 5, 2018

The Lyndon City Council met in regular session on Monday, February 5, 2018, 7:00 p.m., at City Hall.

1. CALL TO ORDER: Mayor Morrison called the meeting to order.

- a) ROLL CALL: City Clerk called roll of the City Council. Mayor Morrison and members Bill Patterson, Katie Shepard (7:10), Darrel Finch, Darin Schmitt and Kyle Recob present.

City Staff present: Pat Walsh, City Attorney; Julie Stutzman, City Clerk; David Wilson, Maintenance Supervisor; and Darrel Manning, Chief of Police.

Others Present: Brian Foster, BG Consultants; and Tammy Schlingmann, Herald Chronicle.

2. ADOPTION OF MINUTES OF PREVIOUS MEETINGS:

- a) Schmitt made the motion to approve the regular meeting minutes of January 16, 2018 as written. Patterson seconded, motion carried.

3. CONSENT AGENDA:

- a) Approval of Bills: Patterson made the motion to approve the bills as set forth. Finch seconded, motion carried.

4. PUBLIC COMMENTS: Jason and Sherry Sellers presented to Council to discuss their current utility bill for the month of January for their property at Ninth and Jefferson. Mr. Sellers stated they are in the process of renovating the house and did not live in the house from December 7, 2018 to January 22, 2017. The meter was off from approximately December 20, 2017 to January 18, 2018 and during that time, there was no plumbing in the house and all toilets removed. On January 2, he received a call from the city stating high use went through the meter and they only lived in the house 6 days in December, paid that bill as it was thought to be a leaky toilet. Mr. Sellers stated he received a phone call from the City earlier in the day and notified the use was substantially higher than last month at over 20,000 gallons for the month of January. During that month, the water was not turned back on until January 22 and had only been back in the house for a short time. Mr. Sellers provided Council with pictures of the yard, could not find any leaks or standing water in the yard, and can get an affidavit from the plumber stating there were no leaks and everything was dry. Mayor Morrison asked if the readings were correct on the meter and the Maintenance Supervisor stated they were and noted that during the renovation the City was not notified to turn the meter off. The Maintenance Supervisor stated they checked the meter and the leak indicator was not moving or showing any signs of a leak. After a lengthy discussion, Council tabled the matter until February 19 allowing time to review the issue and maintenance time to monitor usage.

5. CORRESPONDENCE TO COUNCIL:

- Public Wholesale Water Supply District #12 meeting minutes of January 17, 2018.

6. UNFINISHED BUSINESS:

- a) SEWER PROJECT UPDATE: Mr. Foster provided Council with a brief update on the sewer project. He stated they held the pre-bid meeting on January 23, 2018 and the community center building was full of interested contractors. Mr. Foster stated there are a couple of contractors who have requested permission to dig test holes at the lagoon property and they will be proceeding with that later in the week. He stated it is very common for contractors to see the material they are working with on a project. Staging areas for equipment was also a question posed by contractors and told there are sites available on the west side of the community center for contractors working on the lines in town (reminded contractor this area is prone to flooding and they can stage there at their own risk), an area available on the right of way on the pump station property and also on site at the lagoon property. Mr. Foster stated he was also asked about areas to stockpile material and stated there would be areas available, however, want to minimize the impact especially in the area outside the wetland areas.

Mr. Foster stated the bid opening is scheduled for February 13 after 10 a.m. deadline and award bids on February 19 meeting.

- b) FLOOD INSURANCE FOR COMMUNITY CENTER - ELEVATION CERTIFICATE: The City Clerk stated BG Consultants provided the City with the Elevation Certificate as requested. The City received the renewal for the flood insurance and included the approximate 20% increase as outlined in a previous letter from NFIP. She stated she talked to Mr. Bolz and he stated that these certificates are helpful in keeping costs down. The City Clerk stated that once Mr. Foster answered any questions Council, she would forward the certificate onto Mr. Bolz for submission to the insurance company. Mr. Foster stated the community center is approximately one foot below the flood plain and verifies the building is in a flood zone. After a brief discussion, Schmitt made the motion to authorize the Mayor to sign the Elevation Certificate on behalf of the City. Finch seconded, motion carried.
- c) CITY LIMIT SIGN APPROVAL: The Maintenance Supervisor provided Council with the sign proof for the city limits signs for east and west ends of 6th Street. The city limits on each side of town were discussed and that on the west side of town the city limits are different by approximately 3/4 of a mile on the south side of the street versus the north side of 6th. After a brief discussion, it was consensus of the Council to proceed with purchasing four signs in total at the cost of approximately \$350. The Maintenance Supervisor and Chief of Police will work on placement of the signs.
- d) JONES PARK USE AGREEMENT DRAFT: The Council received a copy of the agreement drafted after the meeting held on January 28 by representatives from the school district, recreation commission and city for review. The Mayor stated the meeting was productive and the representatives were onboard to get the updated agreement completed and active. The City Clerk stated the changes made to the agreement are noted in red, which include the addition of the batting cages to each section of the agreement as well as the replacement of the lighting at the ball fields

and contracted work to be shared by each entity at one-third. The Mayor stated the maintenance of the lighting once replaced would still be the responsibility of the City unless it has to be contracted by someone to be fixed, and then it falls under the one-third split. Communication between entities involved and the need to work together was also discussed at the meeting. Patterson stated the learning center, the memorial flagpole, and the trail need to be added as well as all the benches on both trails. The Maintenance Supervisor also briefly spoke about the benches at the ball diamonds and maintenance/repair responsibility. The Mayor stated the parking lot was discussed, and it was consensus of all the entities that gravel is preferred.

The City Clerk asked on the insurance section of the agreement if coverage amounts need to be listed as they can change from year to year. The City Attorney stated that it should be noted that each building on the property is insured and the amount insured covers the replacement in an event. It was that the ball field scoreboards are not listed under the Issues of Maintenance and needs to be added. The scoreboards were donated by Lyndon State Bank/Richard Burns and he needs to be contacted in regards to approximate cost so that they can be added to the insurance policy.

The Maintenance Supervisor stated the Aldie Christenson Trail sign is in disrepair and asked the Council if they would like to proceed with getting a bid for replacement from Knox Signs and told to proceed.

#### 7. NEW BUSINESS:

- a) CONNECTING LINKS AGREEMENT: The City Clerk provided Council with the agreement received from the County Commissioners for connecting link maintenance along 6th Street. After some discussion, Patterson made the motion to not enter into the proposed agreement for the maintenance of 6th Street. Shepard seconded the motion, which carried. The City Clerk will return the unsigned agreement and a letter to the County Commissioners with an answer.
- b) SMOKE FREE ZONE SIGNS AT JONES PARK AND CITY PARK: Peggy Clark had received a grant that provides parks with Smoke Free Zone Signs and inquired if the City would be interested in ordering some at no cost. The Council received a picture of the sign for consideration and chose not to add any signage at the parks.
- c) REMOVAL OF WATER LAGOONS ON 2ND STREET AND BUILDING ON 3RD STREET: The Maintenance Supervisor provided Council with a quote from Criqui Construction to fill in the water lagoons south of 2nd Street and to demo the concrete building between 2nd and 3rd Street in the amount of \$6700.00. The Maintenance Supervisor stated the water lagoons are no longer in use and needs filled in. He also stated the building has been on a list to tear down for a while and is in disrepair. Patterson made the motion to approve to quote from Criqui Construction. Recob second the motion, which carried.

- d) ANNUAL TREASURER'S REPORT: The copy of the annual treasurer's report sent to the paper for review and the City Clerk stated it was published on time. Council had no questions or concerns in regards to the report after a brief review.
- e) UTILITY PAYMENT EXTENSION REQUEST: The City Clerk stated resident requested she take a utility extension request to Council after she was not granted a utility extension to February 15. The resident stated she is going through personal issues and cannot pay her utility bill until she is paid. After further discussion, it was consensus of the Council not to grant an extension and follow the ordinance guidelines.
- f) SEASONAL HIRING: The Council received a copy of the seasonal help ad for the pool, office and maintenance. The City Clerk stated the ad will be published for the next couple of weeks with a deadline to apply of March 16. The plan is to have pool staff hired by the April 2 meeting so that plans can be made for training.

8. STAFF REPORTS:

- a) POLICE: Council received a copy of the Officer Activity report and discussed with the Chief of Police.

The City Attorney asked if most police do civil standbys, if so do they have trouble with some officers not wanting to and if there is any uniform rule. Chief Manning stated there is no rule; as they are just there to observe and keep the peace during certain situations and do not even have to be on the property. He stated it is better to handle a situation in that manner than to get a call later when it is out of hand.

The Chief stated the trailblazer is still sitting at Hanna's and asked the Council what they want to do about getting rid of it. After a brief discussion, it was consensus of the Council to put an ad out for sealed bids selling the trailblazer. Decals and remaining equipment will be removed before the advertisement is published.

- b) PLANNING AND ZONING: The commission is scheduled to meet on February 7, 2018, 6:30 p.m. at City Hall. There are no pending building permits at this time.
- c) PUBLIC WORKS: The Maintenance Supervisor stated they have had a couple of water leaks over the last month.

A gearbox at the wastewater plant was in need of replacement for one of the automated valves on the clarifiers and has been completed.

Snow removal and sanding/salting done at intersections.

Repair and painting of the benches for the dugouts.

The Maintenance Supervisor stated they would be attending the KRWA Conference in March to get continuing education hours for their wastewater certification. The Maintenance Supervisor stated that this is something that he and Scott Culley attend

yearly alternating hours for water and wastewater certification. He stated Kevin Wischropp is sent to training also during the year for his certification.

A list of things that need to be salvaged from the wastewater plant during demolition was provided to BG Consultants.

- d) CITY CLERK: The City Clerk provided the Council with a copy of the Clerk's report and briefly discussed.

January is the last ordinance required water/sewer rate increase of 3% and the final increase was effective as of January 1, 2018. The bill going out on February 10 will include that increase.

USD 421 is again having the Kindness Project from February 5 to February 28. The City will be participating again this year. This year there are bingo cards that have specific acts of kindness to mark and 16 cards to have the city's name put on the t-shirt again this year.

During the week of February 19 - 23 the middle school will hold an amazing race and the City have been asked to be a stop to get another clue. The school has asked us to provide a task for them to complete in order to move on.

Contacted Hannah Wilson and they graciously allowed the Pride to use the prom decorations again this year for the annual Daddy Daughter Dance, which will be on April 29 from 2 p.m. to 4 p.m. at the Lyndon High School Gym.


Ann Mash from Senator Anthony Hensley's office called and wanted to know if the Council would like to receive email newsletters in regards to bills/laws being reviewed that may affect municipalities/counties. The City Clerk asked Council to let her know if they wanted to be included.

9. COUNCIL/MAYOR COMMENTS AND REPORTS:

Patterson asked if anyone had received a call from KDHE Water Quality Control and no one stated they had. He stated he would return the call.

10. EXECUTIVE SESSION: Schmitt made the motion to recess to executive session for 10 minutes for non-elected personnel. Shepard seconded, motion carried. Council reconvened with no binding action taken.

11. ADJOURNMENT: Finch made the motion to adjourn to Monday, February 19, 2018 at 7:00 p.m. for regular meeting. Patterson seconded, motion carried.



Julie Stutzman, City Clerk